



Health Services
LOS ANGELES COUNTY

**Los Angeles County
Board of Supervisors**

Gloria Molina
First District

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Second District

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Mitchell H. Katz, M.D.
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Chief Medical Officer

Christina R. Ghaly, M.D.
Deputy Director Strategic Planning

313 N Figueroa Street, Suite 912
Los Angeles, CA 90012

Tel: (213) 240-8101
Fax: (213) 481-0503

www.dhs.lacounty.gov

*To ensure access to high-quality,
patient-centered, cost-effective
healthcare to Los Angeles County
residents through direct services at
DHS facilities and through
collaboration with community and
university partners*



www.dhs.lacounty.gov

June 25, 2013

REVISED

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

25 June 25, 2013

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL OF AMENDMENTS TO TUTORING AND MENTORING
PROGRAM AGREEMENTS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT:

Approval of Amendments to five Tutoring and Mentoring Program
Agreements to extend the term of each for two one year. ~~and delegate
authority to further extend the term for up to two additional year.~~

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of Health Services (Director), or his designee, to execute amendments to extend the term of the Department of Health Services (DHS) Tutoring and Mentoring Program Agreements, effective upon Board approval for a period of ~~two years~~ one year with a maximum obligation of ~~\$858,000~~ \$429,000 for all five Agreements identified on Attachment A, and option to further extend the Agreements term for up to ~~two~~ one additional years, with prior approval by the Board, with the five community colleges identified on Attachment A, for the continued provision of tutoring and mentoring services.
2. ~~Delegate authority to the Director, or his designee, to amend each Tutoring and Mentoring Program Agreements to extend the term for up to two additional year, subject to review and approval by County Counsel, and prior notification to the Board and Chief Executive Office.~~

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

California State law mandates that health care facilities meet certain Registered Nurse (RN) to patient staffing ratios, making the supply and availability of RNs problematic. The Tutoring and Mentoring Program (Program) was established to assist students enrolled in qualified RN programs at local colleges, increasing the number of RN candidates available for possible County employment. Through the Program, the County provides financial assistance to five community colleges to assist nursing students with improving their study skills and enhancing their academic performance. The Program at each of the community colleges are designed to cover overall learning activities. The Program includes the provision of nursing advisors, tutors, study workshops, skill labs, and individual/group sessions to strengthen clinical skills.

The colleges regularly evaluate their students' academic and cultural needs and curriculum design to ensure a high pass rate for the National Counsel Licensing Exam (NCLEX) for RNs, which increases the pool of qualified applicants for RNI entry-level positions for DHS. The success rate of the Program is demonstrated by an increase in hiring of RNs for the DHS facilities. A total of 239 undergraduate nursing students have been hired by DHS since Fiscal Year (FY) 2006-07 through December 2012.

Approval of the first recommendation will allow the Director to execute amendments substantially similar to Exhibit I, for the continuance of the Program for nursing students. The current Agreements with four of the colleges expire on June 30, 2013 and one expires on July 31, 2013.

~~Approval of the second recommendation will allow the Director to execute amendments with the colleges to extend the term of their Agreements for up to two one additional year.~~

Implementation of Strategic Plan Goals

The recommended actions supports Goal 3, Integrated Services Delivery, of the County's updated Strategic Plan.

FISCAL IMPACT/FINANCING

Total maximum obligation is ~~\$858,000~~ \$429,000 for all five Agreements for a period of ~~two~~ one year from July 1, 2013 to June 30, 2015~~4~~.

Funding is included in the Health Services Administration's FY 2013-14 Recommended Budget and will be requested in future fiscal years.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In an effort to address the overall nursing shortages in the County system, the Board initially instructed DHS to establish a Program in 1999 with East Los Angeles College, and in 2003 with Glendale Community College, and Los Angeles Valley College. In subsequent years, the Board approved amendments to extend those Agreements and approved new Agreements with El Camino College-Compton Education Center and Los Angeles Harbor College.

The Program for nursing students includes clinical support services, lectures in medicine and surgery, and mental health, as outlined in the College of Nursing curriculum. The Program provides for additional training in an academic and clinical setting for nursing students. The Program also prepares students to pass the NCLEX for RNs necessary for successful graduates to apply for entry level RN I positions at DHS facilities.

County Counsel has reviewed and approved Exhibit I as to form.

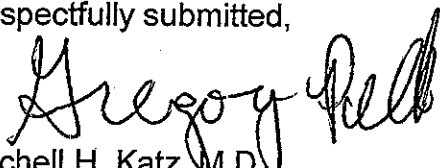
CONTRACTING PROCESS

Not applicable.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Board approval of the recommended actions will ensure continuance of the Program for nurse students, which will generate qualified nursing staff for consideration of employment at DHS facilities and address the overall nursing shortages in the County system.

Respectfully submitted,


Mitchell H. Katz, M.D.
Director

MHK:ev

Enclosures (2)

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors

**TUTORING AND MENTORING PROGRAM
EXTENSION AMENDMENTS**

ATTACHMENT A

	COLLEGE NAME	AGREEMENT NO.	AGREEMENT TERM	RECOMMENDED EXTENSION PERIOD	EXTENSION PERIOD FISCAL YEAR ALLOCATIONS	
					FY 13/14	TOTAL
1	GLENDAL COMMUNITY COLLEGE	H-3000470	7/29/2003-6/30/13	7/1/2013-6/30/14	\$90,000	\$90,000
2	LOS ANGELES VALLEY COLLEGE	H-300469	7/29/2003-6/30/13	7/1/2013-6/30/14	\$90,000	\$90,000
3	EL CAMINO COLLEGE-COMPTON EDUCATION CENTER	H-703497	9/16/2008-6/30/13	7/1/2013-6/30/14	\$90,000	\$90,000
4	LOS ANGELES HARBOR COLLEGE	H-704548	1/1/2011-6/30/13	7/1/2013-6/30/14	\$69,000	\$69,000
5	EAST LOS ANGELES COLLEGE	H-210896	10/19/1999-7/31/13	8/1/2013-7/31/14	\$90,000	\$90,000
GRAND TOTAL					\$429,000	\$429,000

Exhibit I

Contract No. H-_____

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT

Amendment No. ____

THIS AMENDMENT is made and entered into this ____ day
of _____, 2013

by and between

COUNTY OF LOS ANGELES
(hereafter "County"),

and

(hereafter "Contractor")

WHEREAS reference is made to that certain document entitled
"DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT",
dated _____, and further identified as County Agreement No. _____,
between the County and _____ COLLEGE, and any Amendments
thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend
the term and to make other hereinafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in accordance
with _____ in the form of a written amendment which is formally approved and
executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective upon Board approval on the date
identified at the top of the first page.
2. Paragraph 1, TERM AND TERMINATION, subparagraph A shall be revised as
follows:

"1. TERM AND TERMINATION:

- A. The term of this Agreement shall commence effective
_____ and shall continue in full force and effect to and
including _____, unless sooner canceled or terminated as

provided herein. The County Board of Supervisors ~~Director of Health Services, or his designee~~, may authorize extensions of the Agreement term for up to ~~two~~ one additional years through _____. To implement such extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Chair of the Board of Supervisors ~~Director~~ or his or her ~~designee~~ ~~subject to review and approval by County Counsel, and notification to Board of Supervisors and Chief Executive Office.~~”.

3. Paragraph 4, DESCRIPTION OF SERVICES, shall be revised as follows:

“4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits _____, and _____ attached hereto and incorporated herein by reference.”

4. Paragraph __, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

“__. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed _____ Dollars (\$_____), as detailed below:

- A. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.
- B. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A_____, and A_____ for the program costs described in Exhibits B_____, and B_____ attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B_____ and B_____ only upon review and approval of Contractor’s written request and justification. In such event, Contractor

must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph __, NOTICES."

5. Paragraph __, COMPENSATION, shall be revised as follows:

"__. COMPENSATION: County agrees to compensate Contractor for performing services described in this Amendment in one payment. The payment of _____ Dollars (\$_____) will be made on or about _____."

6. Paragraph __, CONFLICT OF TERMS, shall be revised to read as follows:

"__. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement, ADDITIONAL PROVISIONS and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, _____ and _____ A-_____.
- B. Exhibits B-_____ C, D, E, and F.
- C. Attachments I, _____, and _____."

7. Exhibits A, _____, B, _____, and B-_____, and Attachments _____ and _____ shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Michell H. Katz, M.D.
Director of Health Services

Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM
BY THE OFFICE OF
THE COUNTY COUNSEL

**Glendale Community College
Proposed DHS Tutor/Mentor Budget
FY 2013-2014**

Fall Semester - Sept - Dec 2013			Winter Intersession - Jan - Feb 2014			Spring Semester - Feb - June 2014			Summer Session - July - Aug 2014		
Study Workshops	1310	4,825	Faculty	1316	2,280	Student Workshops	1310	4,925	Faculty	1315	7,173
Nursing Workshop/Advisement	1450	8,605	Nursing Workshops/Advisements	1456	3,235	Nursing Workshop/Advisement	1450	8,605	Workshops/Advisement	1455	4,555
Extra Help clerk	2110	1,500	Staff for Nursing Lab	2380	1,287	Extra Help clerks	2110	1,500	Staff for Nursing Lab	2380	1,440
Nursing Lab Staff	2380	8,680	Benefits	3000	1,275	Nursing Lab Staff	2380	8,680	Benefits	3000	2,284
Benefits	3000	4,940	Student tutors	5110	198	Benefits	3000	4,959	Student Tutors	5110	198
Lab and Simulation Supplies	4300	2,960				Lab and Simulation Supplies	4300	2,960			
Student Tutors	5110	968				Student Tutors	5110	968			
Student Testing	5690	500				Student Testing	5690	500			
Total Fall Semester		<u>\$32,978</u>	Total Winter 2007		<u>\$8,275</u>	Total Spring Semester		<u>\$33,097</u>	Total Summer		<u>\$15,650</u>
										Grand Total	<u>\$ 90,000</u>

EXHIBIT A-5

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

DESCRIPTION OF CONTRACTOR SERVICES

1. **DESCRIPTION OF SERVICES:** The purpose of the Department of Health Services (DHS) Tutoring/Mentoring Program (hereinafter "Program") is to provide Glendale Community College (hereinafter "GCC") Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each student from the GCC's Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services:

- (1) identify, refer and track students who fit within the criteria of the Program as described in Agreement, paragraph 3 Program Eligibility Requirements; (2) provide additional lectures in medical/surgical nursing, mental health, and other courses as described in the GCC's School of Nursing Course curriculum as well as preparing students to pass the National Council Licensing Exam for Registered Nurses (hereinafter "NCLEX-RN"); (3) provide additional supportive seminars and or workshops on topics such as written and oral communication skills, academic advisement, priority stress management, study skills, pharmacology reviews, clinical remediation, information competency, math computation, and other subjects; (4) participate with County in the active recruitment of nursing students for permanent employment with County upon students' graduation and licensure as registered nurses; (5) distribute and post the County of Los Angeles, Employment Information Flyer, Attachment XII and incorporated herein, to all Program participants at the end of each quarter and summer sessions; (6) Provide the Office of Nursing Affairs (hereinafter "ONA") thirty days (30) in advance in writing of recruitment event activities in collaboration with ONA,

(such as graduation, pinning ceremonies, semester “kick offs” and nursing job fairs) and (7) the Contractor will comply with the implementation, monitoring and evaluation instrument provided in Attachments III and IV.

2. PROGRAM STATUS AND EXPENDITURE REPORTS

Contractor agrees to provide quarterly Program status reports and quarterly expenditure reports to ONA according to the following schedule:

REPORTING PERIOD	DUE DATE
Summer 2013 Intersession June 2013-August 2013	09/25/2013
Fall 2013 Semester September 2013-December 2013	01/28/2014
Winter 2014 Intersession January 2014-February 2014	03/28/2014
Spring 2014 February 2014-June 2014	07/15/2014

Quarterly program reports shall include the following information as it relates to nursing students and graduates who participated in the Program:

- The number of nursing students by ethnicity enrolled in the Program.
- The attrition rate for the student population in the nursing program.
- The number of tutoring sessions provided to include dates, names of the course, and the instructor’s names.
- The number /percentage of nursing students graduates who pass the NCLEX-RN exam the first time.
- The percentage of nursing students participating in the Program.
- The types of services provided to the nursing students under the Program,

which included: for example: NCLEX review, simulator lab, books, workshops, etc.

- The number/percentage of nursing student graduates hired by DHS and other County Departments.
- The number of nursing student graduates hired by private organizations (for example, Kaiser, Community Partners, etc.) and the reasons the nurses are not hired by DHS and other County Departments.

ONA may request additional reporting information for inclusion in the above referenced quarterly reports and will give Contractor a minimum of ten (10) days' advance notification.

Quarterly expenditure reports shall be based upon monthly financial reports generated by the Contractor. The quarterly expenditure report shall include, but not limited to, the expenditure categories identified in Exhibit B-11, and is to include the name and position title of personnel, including new staff hired within the quarter.

3. PROGRAM ELIBIBILITY REQUIREMENT

Eligibility for Tutoring/Mentoring Program shall include, but is not limited to those students registered at GCC who: 1) request academic assistance from the Contractor, 2) receive less than seventy-five (75%) percent on any nursing course examination at GCC, 3) have an academic history of not completing or being out of compliance with the nursing curriculum standards at GCC, or 4) are otherwise identified or referred by GCC school staffing representatives as needing academic assistance.

4. PROGRAM EVALUATION

Contractor shall evaluate its Program a minimum of once per quarter using written evaluations from students for each program activity. Students scoring below average will be referred to the Nurse Advisor for assessment and Program assistance.

The goal is to have 90% of the total student evaluation indicate that the Program activity was of benefit to them. The Nurse Advisor will assess in writing all Program activities scoring below an average of 90% and prepare and implement a plan of corrective action. In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try. The Nurse Advisor shall prepare a written assessment if less than 75% of graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

5. PERSONNEL

For purposes of this Agreement, Program staff will perform the following duties:

A. The Nurse Advisor:

The Nurse Advisor shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and implement mini-lectures/workshops/seminars during the school year, including the summer and winter sessions; (4) identify, refer and track students who fit within the criteria of the Program; (5) identify and provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not limited to, the Program evaluations referenced in Attachments III and IV and the quarterly Program reports and expenditure reports referenced in Exhibit A-5 Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall Associate Degree Nursing (ADN) Program; (8) function as liaison between the Program and ADN faculty; (9) identify and refer students in need of financial assistance; (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; and (11) document the number of nursing students accepting positions within DHS hospitals.

B. Faculty Tutor(s):

Faculty Tutor(s) shall meet with smaller subgroups of approximately three or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring /mentoring provided by this Program. In addition, sign-in sheets Attachment II, for each tutoring session shall be maintained and shall include: instructors name, participant names, date, and length of session and brief description of content. Copies of the sign-in sheets shall be retained by Contractor and made available to ONA upon request.

C. Student Tutor(s):

Under the supervision of the Nurse Advisor/Program Coordinator, and Program staff, the student tutor(s) will: (1) assist students with the use of nursing learning laboratory/learning resources. (2) assist students on computer, (3) supervise students when practicing clinical skills and (4) assist the Program staff.

**Glendale Community College
Health Sciences Division
Nursing Department
DHS Tutoring and Mentoring Program
Supplemental Curriculum
July 1, 2013-June 30, 2014**

1. Funded faculty tutoring and peer tutoring for:

a. Pharmacology For Nursing

This course introduces the nursing student to the study and application of pharmacokinetics, pharmacodynamics, and pharmacotherapeutics as well as legal and ethical issues related to medication and administration.

b. Medical Surgical Nursing II-IV

These courses continue the study of the adult with unmet needs resulting from health problems. The courses address the needs of patients across the adult life span whose health care needs require progressively more complex interventions and skills using the nursing process.

c. Psychiatric Nursing

This course focuses on the dynamics of adult clients undergoing acute and chronic psychosocial stress.

d. Clinical Enrichment

This clinical course provides the currently-enrolled or returning nursing student with additional supervised clinical experience in the acute hospital setting. This course is provided during winter and summer sessions outside the normal curriculum.

2. Funded Services

a. Nurse Advisor

The Nurse Advisor shall

- a) Serve as Program Coordinator
- b) Select and supervise Program faculty, student tutors and student workers
- c) Develop, schedule , and implement mini-
- d) lectures/workshops/seminars during the school year including summer and winter sessions
- e) Identify and track students who fit within the criteria of the Program
- f) Identify and provide learning activities for the ongoing retention of students
- g) Document all program activities including but not limited to the Program evaluations and the program status reports and expenditure reports
- h) Collaborate with the nursing counselors in identifying pre-nursing students and recommending support courses to encourage success in overall Nursing Program
- i) Function as liaison between the Program and the faculty
- j) Assist in identifying for students interested in County employment the recruitment process

b. NRL Nurse Associates

Registered Nurses assist students in the Nursing Resource Lab, providing nursing expertise for skills practice, serving as an information resource, maintaining records, and modeling professional nursing behaviors.

c. Clerical assistant

Student worker provides extra assistance to incoming students as well as matriculated students. Help includes answering the phone, providing information and performing clerical duties during the application process.

3. Nursing Workshops/Counseling

Workshops and counseling are presented to pre—nursing students and applicants by nursing-dedicated counselors. These workshops provide information on the nursing program and the application process as well as question/answer sessions and further counseling.

4. Supplies

Supplies used directly by students within the NRL to help meet their learning needs outside of the classroom/clinical setting.



Health Services
LOS ANGELES COUNTY
Attachment XV

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES

OFFICE OF NURSING AFFAIRS – ADMINISTRATION

Vivian Branchick, RN – Chief Nursing Officer /
Director of Nursing Affairs/ vbranchick@dhs.lacounty.gov
Grace Ibanez, RN – Nursing Director/ gibanez@dhs.lacounty.gov
Angela Levias, Secretary/Temp / alevias@dhs.lacounty.gov
313 North Figueroa, Room 904, Los Angeles, CA 90012
(213) 240-7702 / Fax# (213) 482-9421

Send All Resumes To K. Cho

Katherine Cho, RN, MSN - Assistant Nursing Director / katcho@dhs.lacounty.gov
7601 E. Imperial Highway, Harriman Bldg., Rm. 156
Downey, CA 90242
(562) 401-6881 Fax: (562) 803-6231

Nurse Recruiter List

HARBOR-UCLA MEDICAL CENTER

Joy Bostic, RN, MSN - Nurse Recruiter
1000 West Carson Street, Main Unit-Room 1L2
Torrance, CA 90509
(310) 222-2512 Fax: (310) 787-0065 jbostic@dhs.lacounty.gov

LAC+USC HEALTHCARE NETWORK

Debi Popkins Farris, RN, BSN, CHCR, ANDA - Nurse Recruiter
1200 N. State Street, Room C2C112 Inpatient Tower
Los Angeles, CA 90033
(323) 409-4664 Fax: (323) 441-8039 dpopkins@dhs.lacounty.gov

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Sharon F. Arnwine RN, MS, CNO/Nurse Recruiter
Maribel Rosas, RN – Assistant Nurse Recruiter
7601 E. Imperial Highway, Harriman Bldg., Rm. 156
Downey, CA 90242
(562) 401-7912 Fax: (562) 803-6231 sarnwine@dhs.lacounty.gov or
mprosas@dhs.lacounty.gov

VALLEYCARE OLIVE VIEW- UCLA MEDICAL CENTER AND HEALTH CENTER

Richard Guitche, RN, BSN – Nurse Recruiter
Susanna Mortimer, RN, MSN – Nurse Recruiter
14445 Olive View Drive, Rm. 2C206
Sylmar, CA 91342
(818) 364-3317 Fax: (818) 364-3326 alnoel@dhs.lacounty.gov or
smortimer@dhs.lacounty.gov

LOS ANGELES COUNTY EMPLOYMENT ON-LINE APPLICATIONS ARE AVAILABLE AT:

WEBSITE: <http://www.ladhs.org/wps/portal/nursing>

Click on *Vacancy Announcements* tab to view our vacancy postings.

Exhibit I

Contract No. H-_____

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT

Amendment No. ____

THIS AMENDMENT is made and entered into this ____ day
of _____, 2013

by and between

COUNTY OF LOS ANGELES
(hereafter "County"),

and

(hereafter "Contractor")

WHEREAS reference is made to that certain document entitled
"DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT",
dated _____, and further identified as County Agreement No. _____,
between the County and _____ COLLEGE, and any Amendments
thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend
the term and to make other hereinafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in accordance
with _____ in the form of a written amendment which is formally approved and
executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective upon Board approval on the date
identified at the top of the first page.
2. Paragraph 1, TERM AND TERMINATION, subparagraph A shall be revised as
follows:

"1. TERM AND TERMINATION:

- A. The term of this Agreement shall commence effective
_____ and shall continue in full force and effect to and
including _____, unless sooner canceled or terminated as

provided herein. The County Board of Supervisors ~~Director of Health Services, or his designee~~, may authorize extensions of the Agreement term for up to ~~two~~ one additional years through _____. To implement such extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Chair of the Board of Supervisors ~~Director~~ or his or her ~~designee~~ subject to review and approval by County Counsel, and notification to Board of Supervisors and Chief Executive Office.

3. Paragraph 4, DESCRIPTION OF SERVICES, shall be revised as follows:

“4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits _____, and _____ attached hereto and incorporated herein by reference.”

4. Paragraph __, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

“__. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed _____ Dollars (\$_____), as detailed below:

A. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.

B. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A_____, and A_____ for the program costs described in Exhibits B_____, and B_____ attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B_____ and B_____ only upon review and approval of Contractor’s written request and justification. In such event, Contractor

must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph __, NOTICES."

5. Paragraph __, COMPENSATION, shall be revised as follows:

"__. COMPENSATION: County agrees to compensate Contractor for performing services described in this Amendment in one payment. The payment of _____Dollars (\$_____) will be made on or about _____."

6. Paragraph __, CONFLICT OF TERMS, shall be revised to read as follows:

"__. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement, ADDITIONAL PROVISIONS and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, _____ and _____ A-_____.
- B. Exhibits B-_____ C, D, E, and F.
- C. Attachments I, _____, and _____."

7. Exhibits A, _____, B, _____, and B-_____, and Attachments _____ and _____ shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Michell H. Katz, M.D.
Director of Health Services

Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM
BY THE OFFICE OF
THE COUNTY COUNSEL

County of L.A.-Dept. of Health Services
East Los Angeles College
Tutoring/Mentoring Program
From August 1, 2013 to July 31, 2015
Summary of Project Costs (First Year 2013-14)

Exhibit
B-15

Summer 2013 Period Begins
Fall 2013 - Academic Period Begins

August 1-25, 2013
August 26, 2013 to December 15, 2013

Total Cost

Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Total Cost Sal. & Ben.
Faculty Tutors (87hrs/mo x 5 mos.)	435	63.29	9.70%	6.14	69.43	27,531.15	2,670.52	30,201.67
Student Workers (2) (40hrs/mo x 5mos.)	400	11.04	0.00%	0.00	11.04	4,416.00	0.00	4,416.00
Office&Clerical (2) (6hrs/mo. X5mos.)	60	59.57	0.00%	0.00	59.57	3,574.20	0.00	3,574.20
Total - Summer 2013 & Fall 2013 Sessions						35,521.35	2,670.52	38,191.87

Winter 2014 Period Begins
Spring 2014 - Academic Period Begins

January 2 to February 2, 2014
February 3 to June 2, 2014

Total Cost
(Sal. & Ben.)

Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Total Cost (Sal. & Ben.)
Faculty Tutors (87hrs/mo x 5 mos.)	435	63.29	9.70%	6.14	69.43	27,531.15	2,670.52	30,201.67
Student Workers (2) (40hrs/mo x 5mos.)	400	11.04	0.00%	0.00	11.04	4,416.00	0.00	4,416.00
Office&Clerical (2) (6hrs/mo. X5mos.)	60	59.57	0.00%	0.00	59.57	3,574.20	0.00	3,574.20
Total - Spring 2014 Sessions						35,521.35	2,670.52	38,191.87

Summer 2014 Period Begins

June 9- July 31, 2014

Total Cost
Sal. & Ben.

Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Total Cost Sal. & Ben.
Faculty Tutors 86hrs /mox1 3/4mos.)	151	63.29	5.45%	3.45	66.74	9,525.15	519.12	10,044.27
Student Workers (2) (40 hrs/mo x 1 3/4mos.)	140	11.04	0.00%	0.00	11.04	1,545.60	0.00	1,545.60
Office&Clerical (2) (6hrs/mo. X1 3/4mos.)	21	59.57	0.00%	0.00	59.57	1,250.97	0.00	1,250.97
Total - Summer 2012 Sessions						12,321.72	519.12	12,840.86

COST OF CONTRACT PERSONNEL & Employee Benefits - 2013-14

\$89,224.60

COST OF CONTRACT SUPPLIES - FIRST YEAR 2013-2014

775.40

TOTAL COST OF CONTRACT - FIRST YEAR 2013-2014

\$90,000.00

EXHIBIT A-7

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

DESCRIPTION OF CONTRACTOR SERVICES

1. **DESCRIPTION OF SERVICES:** The purpose of the Department of Health Services Tutoring/Mentoring Program (hereinafter referred to as "Program") is to provide East Los Angeles College's (hereinafter referred to as "ELAC") Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each student from the ELAC's Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services:

- (1) identify and track students who fit within the criteria of the Program as described in Agreement, paragraph 3, Program Eligibility Requirements; (2) provide lectures in medical/surgical nursing, mental health, and other courses as described in the ELAC's School of Nursing Course Modules as well as lectures preparing students to pass the National Council Licensing Exam for Registered Nurses (hereafter "NCLEX-RN"); (3) Provide weekend and/or extra hospital clinicals where students may participate at County health facilities with ELAC instructors in order to strengthen their clinical skills. The minimum number of students in a weekend clinical group shall be three.
- (4) provide assistance, including evening and weekend hours, consisting of seminars on topics such as assertiveness, communication skills, advocacy, self-esteem building, cultural diversity, and other subjects. In the medical/surgical areas seminar topics will include pharmacology reviews, critical thinking, and documentation/charting. Contractor shall also conduct computation reviews (such as medication calculations) for various nursing courses with a clinical component and conduct pre-nursing preparatory seminars for entering students.
- (5) provide clinical rotations at County health

facilities with Contractor's instructors. (6) participate with County in the active recruitment of nursing students for permanent and/or part time employment with County upon students' graduation and licensure as registered nurses, to include the distribution of a DHS Employment Information Flyer substantially similar to Exhibit XV, attached hereto and incorporated herein, to all Program participants at the end of each 8 week quarter, 4-5 week winter intersession, and 4-5 week or more summer sessions of the award year; (7) provide DHS-ONA in writing of special events for possible participation (such as graduation, Pinning Ceremonies, Semester "Kick Offs", etc.) and (8) the Contractor will comply with the implementation, monitoring and evaluation instruments provided in Attachments I-VI.

2. PROGRAM STATUS AND EXPENDITURE REPORTS

Contractor agrees to provide quarterly Program status reports and quarterly expenditure status reports to ONA according to the following schedule:

REPORTING PERIOD	DUE DATE
Fall 2013, 1st Qtr. (08/26/13 – 10/21/13)	11/29/2013
Fall 2013, 2nd Qtr. (10/21/13 – 12/13/13)	01/27/2014
Winter Session (01/06/14 – 02/07/14)	03/28/2014
Spring 2014 1st Qtr. (02/10/14 – 04/11/14)	05/28/2014
Spring 2014 2nd Qtr. (04/14/14 – 06/06/14)	07/30/2014

Summer 2014 Session

08/29/2014

06/09/14 – 07/14/14

* = Needs to be confirmed with the LACCD Academic calendar.

Quarterly program reports shall include the following information as it relates to nursing students and graduates who participated in the Program:

- The number of nursing students by ethnicity enrolled in the Program.
- The attrition rate for the student population in the nursing program.
- The number of tutoring sessions provided to include dates, names of the course, and the instructor's names.
- The number /percentage of nursing students graduates who pass the NCLEX-RN exam the first time.
- The percentage of nursing students participating in the Program.
- The types of services provided to the nursing students under the Program, which included: for example: NCLEX review, simulator lab, books, workshops, etc.
- The number/percentage of nursing student graduates hired by DHS and other County Departments.
- The number of nursing student graduates hired by private organizations (for example, Kaiser, Community Partners, etc.) and the reasons the nurses are not hired by DHS and other County Departments.

ONA may request additional reporting information for inclusion in the above referenced quarterly reports and will give Contractor a minimum of ten (10) days' advance notification.

Quarterly expenditure status reports shall be based upon monthly financial reports generated internally by County's Financial Division. The quarterly expenditure report shall include, but not limited to, the expenditure categories identified in Exhibit B-15, and is to include the name and position title of personnel.

3. PROGRAM ELIGIBILITY REQUIREMENT

Eligibility for the Program shall include, but is not limited to, those students registered in the nursing program who: 1) requests academic assistance from the Contractor, 2) receives less than seventy-five (75) percent on any nursing course examination; 3) receives a less than satisfactory clinical evaluation or is identified by the instructor for needing clinical assistance; 4) has an academic history of not completing or being out of compliance with the nursing curriculum standards in the nursing program; or 5) are otherwise identified or referred by the nursing program staffing representatives as needing academic assistance.

4. PROGRAM EVALUATION

Contractor shall evaluate its Program a minimum of once per quarter/summer for campus lectures and for each for extra clinical using written evaluations of students of Program faculty. The goal is to have 90% of the total student evaluation indicate that the Program activity was of benefit to them. The Nurse Advisor will assess in writing all Program activities scoring below an average of 90% and prepare and implement a plan of corrective action.

In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try. The Nurse Advisor shall prepare a written assessment if less than 75% of graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

5. PERSONNEL

For purposes of this Agreement, Program staff will perform the following duties:

- A. The Nurse Advisor : The Nurse Advisor shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student

workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and implement mini-lectures/workshops/seminars during the school year, including the summer, winter and off sessions; (4) identify and track students who fit within the criteria of the Program; (5) provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not necessarily limited to, the Program evaluations referenced in I-VI and the quarterly Program status reports and quarterly expenditure status reports referenced in Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall ADN Program; (8) function as liaison between the Program and ADN faculty; (9) identify and refer students in need of financial assistance and, (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; (11) document the number of nursing students accepting positions within DHS clinics and hospitals.

- B. Faculty Tutors: Faculty Tutor (s) shall meet with smaller subgroups of approximately 3 or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring /mentoring provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include: instructor's name, participant names, date, and length of session and brief description of content. Copies of the sign-in logs shall be retained by Contractor and made available to DHS-ONA upon request.
- C. Student Workers: Under the supervision of the Nurse Advisor and Program staff, the student workers will: 1) assist Program staff as needed, 2) manage the distribution of learning resource materials, 3) provide typing/filing as needed, 4) act as peer counselors.

FISCAL YEARS 2013 -2014
County of L.A. Dept. of Health Services
East Los Angeles College
Tutoring/Mentoring Program
Curriculum

FIRST SEMESTER

Nursing 265 Fundamentals of Nursing

Nursing 276 Introduction to the Nursing Process

Nursing 275A Pharmacology I

Nursing 266 Nursing Process & Practice in the Care of the Adult Client I

Nursing 277 Health Assessment

SECOND SEMESTER

Nursing 267 Nursing Process & Practice in the Care of the Adult Client II

Nursing 268 Nursing Process & Practice in the Care of Clients with Alterations in Mental Health

Nursing 273 Role Transition

Nursing 275B Pharmacology II

THIRD SEMESTER

Nursing 269 Nursing Process & Practice in the Care of the Adult Client III

Nursing 271 Nursing Process & Practice in the Care of Women and the Newborn

FOURTH SEMESTER

Nursing 270 Nursing Process & Practice in the Care of Children

Nursing 272 Nursing Process & Practice in the Care of the Adult Client IV

Nursing 274 Role-Transition/Preceptor ship



Health Services
LOS ANGELES COUNTY
Attachment XV

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES

OFFICE OF NURSING AFFAIRS – ADMINISTRATION

Vivian Branchick, RN – Chief Nursing Officer /
Director of Nursing Affairs/ vbranchick@dhs.lacounty.gov
Grace Ibanez, RN – Nursing Director/ gibanez@dhs.lacounty.gov
Angela Levias, Secretary/Temp / alevias@dhs.lacounty.gov
313 North Figueroa, Room 904, Los Angeles, CA 90012
(213) 240-7702 / Fax# (213) 482-9421

Send All Resumes To K. Cho

Katherine Cho, RN, MSN - Assistant Nursing Director / katcho@dhs.lacounty.gov
7601 E. Imperial Highway, Harriman Bldg., Rm. 156
Downey, CA 90242
(562) 401-6881 Fax: (562) 803-6231

Nurse Recruiter List

HARBOR-UCLA MEDICAL CENTER

Joy Bostic, RN, MSN - Nurse Recruiter
1000 West Carson Street, Main Unit-Room 1L2
Torrance, CA 90509
(310) 222-2512 Fax: (310) 787-0065 jbostic@dhs.lacounty.gov

LAC+USC HEALTHCARE NETWORK

Debi Popkins Farris, RN, BSN, CHCR, ANDA - Nurse Recruiter
1200 N. State Street, Room C2C112 Inpatient Tower
Los Angeles, CA 90033
(323) 409-4664 Fax: (323) 441-8039 dpopkins@dhs.lacounty.gov

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Sharon F. Arnwine RN, MS, CNO/Nurse Recruiter
Maribel Rosas, RN – Assistant Nurse Recruiter
7601 E. Imperial Highway, Harriman Bldg., Rm. 156
Downey, CA 90242
(562) 401-7912 Fax: (562) 803-6231 sarnwine@dhs.lacounty.gov or
mprosas@dhs.lacounty.gov

VALLEYCARE OLIVE VIEW- UCLA MEDICAL CENTER AND HEALTH CENTER

Richard Guitche, RN, BSN – Nurse Recruiter
Susanna Mortimer, RN, MSN – Nurse Recruiter
14445 Olive View Drive, Rm. 2C206
Sylmar, CA 91342
(818) 364-3317 Fax: (818) 364-3326 alnoel@dhs.lacounty.gov or
smortimer@dhs.lacounty.gov

LOS ANGELES COUNTY EMPLOYMENT ON-LINE APPLICATIONS ARE AVAILABLE AT:

WEBSITE: <http://www.ladhs.org/wps/portal/nursing>

Click on *Vacancy Announcements* tab to view our vacancy postings.

Exhibit I

Contract No. H-_____

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT

Amendment No. ____

THIS AMENDMENT is made and entered into this ____ day
of _____, 2013

by and between

COUNTY OF LOS ANGELES
(hereafter "County"),

and

(hereafter "Contractor")

WHEREAS reference is made to that certain document entitled
"DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT",
dated _____, and further identified as County Agreement No. _____,
between the County and _____ COLLEGE, and any Amendments
thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend
the term and to make other hereinafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in accordance
with _____ in the form of a written amendment which is formally approved and
executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective upon Board approval on the date
identified at the top of the first page.
2. Paragraph 1, TERM AND TERMINATION, subparagraph A shall be revised as
follows:

"1. TERM AND TERMINATION:

- A. The term of this Agreement shall commence effective
_____ and shall continue in full force and effect to and
including _____, unless sooner canceled or terminated as

provided herein. The County Board of Supervisors ~~Director of Health Services, or his designee~~, may authorize extensions of the Agreement term for up to ~~two~~ one additional years through _____. To implement such extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Chair of the Board of Supervisors ~~Director~~ or his or her ~~designee~~ ~~subject to review and approval by County Counsel, and notification to Board of Supervisors and Chief Executive Office.~~”.

3. Paragraph 4, DESCRIPTION OF SERVICES, shall be revised as follows:

“4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits _____, and _____ attached hereto and incorporated herein by reference.”

4. Paragraph __, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

“__. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed _____ Dollars (\$_____), as detailed below:

- A. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.
- B. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A_____, and A_____ for the program costs described in Exhibits B_____, and B_____ attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B_____ and B_____ only upon review and approval of Contractor’s written request and justification. In such event, Contractor

must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph __, NOTICES."

5. Paragraph __, COMPENSATION, shall be revised as follows:

"__. COMPENSATION: County agrees to compensate Contractor for performing services described in this Amendment in one payment. The payment of _____Dollars (\$_____) will be made on or about _____."

6. Paragraph __, CONFLICT OF TERMS, shall be revised to read as follows:

"__. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement, ADDITIONAL PROVISIONS and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, _____ and _____ A-_____.
- B. Exhibits B-_____ C, D, E, and F.
- C. Attachments I, _____, and _____."

7. Exhibits A, _____, B, _____, and B-_____, and Attachments _____ and _____ shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Michell H. Katz, M.D.
Director of Health Services

Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM
BY THE OFFICE OF
THE COUNTY COUNSEL

Los Angeles Valley College
County of Los Angeles-Department of Health Services
Tutoring Mentoring Grant Program
For 2013-2014
H-300469

Exhibit B-11

July 1, 2013- June 30, 2014			
Fall 2013			
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS
Nursing Advisor	160	\$63.29	\$10,126.40
10 hours/week X 16 weeks	Benefits	9.75%	\$987.32
Directed Study in Nursing 3	160	\$63.29	\$10,126.40
NCLEX Prep Course 80 hrs	Benefits	9.75%	\$987.32
Supplemental Clinical 80 hrs			
College Support Services	295	\$11.04	\$3,256.80
Student Worker 15 hrs/ week X 16 weeks		No Benefits	
Student Tutor 55 hours			
Learning Skills Workshop/Faculty Instructor	50	\$63.29	\$3,164.50
Individualized/ Group Remediation	Benefits	9.75%	\$308.54
TOTAL FALL 2013 SEMESTER			\$28,957.29
Winter 2014			
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS
Nursing Advisor	60	\$63.29	\$3,797.40
10 hours x 6 weeks	Benefits	9.75%	\$370.25
Directed Study in Nursing 3	48	\$63.29	\$3,037.92
Skills Lab Seminars 8hrs/week X 6 weeks	Benefits	9.75%	\$296.20
College Support Services	115	\$11.04	\$1,269.60
Students Worker 15 hrs/ week X 6 weeks		No Benefits	
Student Tutors 5hrs/week X 5 weeks			
Learning Skills Workshop/Faculty Instructor	30	\$63.29	\$1,898.70
Individualized/ Group Remediation	Benefits	9.75%	\$185.12
TOTAL WINTER 2014			\$10,855.19
Spring 2014			
DESCRIPTION	HOURS	HOURLY RATES	COSTS
Nursing Advisor	160	\$63.29	\$10,126.40
10 hours/week X 16 weeks	Benefits	9.75%	\$987.32
Directed Study in Nursing 3	160	\$63.29	\$10,126.40
NCLEX Prep Course 80 hrs	Benefits	9.75%	\$987.32
Supplemental Clinical 80 hrs			

Los Angeles Valley College
County of Los Angeles-Department of Health Services
Tutoring Mentoring Grant Program
For 2013-2014
H-300469

Exhibit B-11

College Support Services			
Student Worker 15 hrs/week X 16 weeks	295	\$11.04	\$3,256.80
Student Tutor 55 hours		No Benefits	
Learning Skills Workshop/Faculty Instructor			
Individualized/ Group Remediation	50	\$63.29	\$3,164.50
	Benefits	9.75%	\$308.54
TOTAL SPRING 2014 SEMESTER			\$28,957.29
Summer 2014			
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS
Nursing Advisor	140	\$63.29	\$8,860.60
10 hours/week 14 weeks	Benefits	9.75%	\$863.91
Learning Skills Workshop/Faculty Instructor	70	\$63.29	\$4,430.30
Skills Lab Seminars 5hrs/week X 14 weeks	Benefits	9.75%	\$431.95
College Support Services	235	\$11.04	\$2,594.40
Students Worker 15 hrs/ week X 14 weeks		No Benefits	
Student Tutors 5hrs/ week X 5 weeks			
Learning Skills Workshop/Faculty Instructor	40	\$63.29	\$2,531.60
Individualized/ Group Remediation	Benefits	9.75%	\$246.83
TOTAL SUMMER 2014			\$19,959.59
TOTAL PERSONNEL 2013-2014 FISCAL YEAR			\$88,729.35
2013-2014 NON-PERSONNEL ITEMS			
ITEM		DESCRIPTION	AMOUNT
Supplies		Med Supplies	\$635.33
TOTAL FALL 2013 SEMESTER			\$635.33
Supplies		Med Supplies	\$635.32
TOTAL SPRING 2014 SEMESTER			\$635.32
TOTAL 2013-2014 FISCAL YEAR NON-PERSONNEL			\$1,270.65
TOTAL 2013-2014 FISCAL YEAR	YEAR 1		\$90,000.00

EXHIBIT A-5

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

STATEMENT OF WORK

1. **DESCRIPTION OF SERVICES:** The purpose of the Department of Health Services (DHS) Tutoring/Mentoring Program (hereinafter "Program") is to provide Los Angeles Valley College (hereinafter "LAVC") Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each student from the LAVC's Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services: (1) identify, refer and track students who fit within the criteria of the Program as described in Agreement, paragraph 3 Program Eligibility Requirements; (2) provide additional lectures in medical/surgical nursing, mental health, and other courses as described in the LAVC School of Nursing Course Modules as well as preparing students to pass the National Council Licensing Exam for Registered Nurses hereinafter "NCLEX-RN"); (3) provide additional supportive seminars and or workshops on topics such as written and oral communication skills, academic advisement, priority stress management, study skills, pharmacology reviews, clinical remediation, information competency, math computation, and other subjects; (4) participate with County in the active recruitment of nursing students for permanent employment with County upon students' graduation and licensure as registered nurses. (5) distribute and post the County of Los Angeles, Employment Information Flyer, Attachment XIV and incorporated herein, to all DHS Program participants at the end of quarter and summer sessions; (6) provide the Office of Nursing Affairs (hereinafter "ONA") thirty days (30) in

advance in writing of recruitment event activities in collaboration with ONA, (such as graduation, pinning ceremonies, semester “kick offs” and nursing job fairs) and (7) the Contractor will comply with the implementation, monitoring and evaluation instrument provided in Attachments III & IV.

2. PROGRAM STATUS AND EXPENDITURE REPORTS

Contractor agrees to provide quarterly Program status reports and quarterly expenditure reports to ONA according to the following schedule:

REPORTING PERIOD	DUE DATE
Summer- 2013 (July 2013-September-2013)	10/21/2013
Fall-2013 (October 2013-December 2013)	01/18/2014
Winter 2013 (January 2014 March 2014)	04/11/2014
Spring 2014 (April 2014-June 2014)	07/11/2014

Quarterly program reports shall include the following information as it relates to nursing students and graduates who participated in the Program:

- The number of nursing students by ethnicity enrolled in the Program.
- The attrition rate for the student population in the nursing program.
- The number of tutoring sessions provided to include dates, names of the course, and the instructor’s names.
- The number /percentage of nursing students graduates who pass the NCLEX-RN exam the first time.
- The percentage of nursing students participating in the Program.

- The types of services provided to the nursing students under the Program, which included: for example: NCLEX review, simulator lab, books, workshops, etc.
- The number/percentage of nursing student graduates hired by DHS and other County Departments.
- The number of nursing student graduates hired by private organizations (for example, Kaiser, Community Partners, etc.) and the reasons the nurses are not hired by DHS and other County Departments.

ONA may request additional reporting information for inclusion in the above referenced quarterly reports and will give Contractor a minimum of ten (10) days' advance notification.

Quarterly expenditure reports shall be based upon monthly financial reports generated by the Contractor. The quarterly expenditure report shall include, but not limited to, the expenditure categories identified in Exhibit B-11, and is to include the name and position title of personnel, including new staff hired within the quarter.

3. PROGRAM ELIGIBILITY REQUIREMENT

Eligibility for the Program shall include, but is not limited to those students registered at LAVC who: (1) request academic assistance from the Contractor, (2) receive less than seventy-five (75) percent on any nursing course examination at LAVC, (3) have an academic history of not completing or being out of compliance with the nursing curriculum standards at LAVC, or (4) are otherwise identified or referred by LAVC school staffing representatives as needing academic assistance.

4. PROGRAM EVALUATION

Contractor shall evaluate its program a minimum of once per quarter using written evaluations from students for each program activity. Students scoring below average will be referred to the Nurse Advisor for assessment and Program assistance. The goal is to have 90% of the total student evaluation indicate that the Program activity was of benefit to them. The Nurse Advisor

will assess in writing all Program activities scoring below an average of 90% and prepare and implement a plan of corrective action. In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try.

The Nurse Advisor shall prepare a written assessment if less than 75% of graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

5. PERSONNEL

For purposes of this Agreement, Program staff will perform the following duties:

A. **The Nurse Advisor**: The Nurse Advisor shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and implement mini-lectures/workshops/seminars during the school year, including the summer and winter sessions; (4) identify, refer and track students who fit within the criteria of the Program; (5) identify and provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not limited to, the program evaluations referenced in Attachments III and IV. and the quarterly program reports and expenditure reports referenced in Exhibit A-5 Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall Associate Degree Nursing (ADN) Program; (8) function as liaison between the Program and ADN faculty; (9) identify and refer students in need of financial assistance; (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; and (11) document the number of nursing students accepting positions within DHS hospitals.

B. **Faculty Tutor(s)**: Faculty Tutor(s) shall meet with smaller subgroups of approximately three or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring/mentoring provided by this Program. In addition,

sign-in sheets for each tutoring session shall be maintained and shall include: instructors name, participant names, date, length of session and brief description of content. Copies of the sign-in logs shall be retained by Contractor and made available to ONA upon request.

- C. **Student Tutor(s)**: Under the supervision of the Program Coordinator, and Program staff, the student tutor(s) will: (1) assist students with the use of nursing learning laboratory/learning resources. (2) assist students on computer, (3) supervise students when practicing clinical skills and (4) assist the Program staff.
- D. **Student Workers**: Under the supervision of the Nurse Advisor and Program staff, the student workers will:(1) assist Program staff as needed, (2) manage the distribution of learning resources materials, (3) provide typing/filing as needed.

Los Angeles Valley College
County of Los Angeles-Department of Health Services
Tutoring Mentoring Program
For FY 2013-2014

Math Peer Tutoring

This course offers nursing students the opportunity to receive supplemental assistance in the solving of dosage/ calculation problems. This course is mandatory for all nursing students not achieving a passing score of 100% on any dosage calculation quiz. However, the course is recommended to all of the Los Angeles Valley College nursing students. The course is taught by third/fourth semester nursing students who have demonstrated excellence in the solving of dosage calculation problems.

NCLEX Review Course

This course has been specifically designed to assist the RN candidate in achieving the goal of passing the NCLEX exam and attaining the outcome of being a licensed nurse. The course is offered to all nursing students attending Los Angeles Valley College and to nursing students from all surrounding community colleges. The course instructors are selected based upon their expertise in various areas of nursing. The course is offered twice a year, in January and June.

Supplemental Clinical Rotations

This supplemental medical/surgical nursing course is designed to give students, at the basic and intermediate level of nursing, an additional clinical experience. The course is mandatory for students who are enrolled in remediation, either for a theory or clinical failure. In addition, students identified a weak in the clinical area are highly encouraged to enroll in the supplemental clinical. Evaluation tool for the supplemental clinical is attached.

Physical Assessment

This skills course provides individualized and group instruction to nursing students seeking to improve their skills in history taking, physical examination and data collection. For students enrolled in remediation the attending skills lab is integrated into their individualized remediation plan.

Open Skills Lab

This open skills lab is designed to assist students seeking self remediation for skills needed in the clinical setting. Many of the nursing skills required in the clinical setting are difficult to teach in a didactic setting and this forum provides a safe environment for students to practice psychomotor skills. Additionally, students in remediation are contracted to spend a prescribed amount of hours in the skills lab. Instruction in this setting is done individually and in groups.

Individualized Tutoring

Individualized tutoring is designed to assist students who have failed a test or have been identified as at risk for failing a nursing course. In this forum, the instructor provides one to one instruction of course content, test review, test taking strategies and devise an individualized remediation plan to improve student outcomes. Each individual review is course specific.

Group Tutoring

This group activity is designed to assist students who have failed a test or have been identified as at risk for failing a course. These activities are designed to be an interactive process whereby the students can seek clarification of course content or review testing content. These groups have been used when a large number of students have failed a specific course test. Each group review is course specific.



Health Services
LOS ANGELES COUNTY
Attachment XV

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES

OFFICE OF NURSING AFFAIRS – ADMINISTRATION

Vivian Branchick, RN – Chief Nursing Officer /
Director of Nursing Affairs/ vbranchick@dhs.lacounty.gov
Grace Ibanez, RN – Nursing Director/ gibanez@dhs.lacounty.gov
Angela Levias, Secretary/Temp / alevias@dhs.lacounty.gov
313 North Figueroa, Room 904, Los Angeles, CA 90012
(213) 240-7702 / Fax# (213) 482-9421

Send All Resumes To K. Cho

Katherine Cho, RN, MSN - Assistant Nursing Director / katcho@dhs.lacounty.gov
7601 E. Imperial Highway, Harriman Bldg., Rm. 156
Downey, CA 90242
(562) 401-6881 Fax: (562) 803-6231

Nurse Recruiter List

HARBOR-UCLA MEDICAL CENTER

Joy Bostic, RN, MSN - Nurse Recruiter
1000 West Carson Street, Main Unit-Room 1L2
Torrance, CA 90509
(310) 222-2512 Fax: (310) 787-0065 jbostic@dhs.lacounty.gov

LAC+USC HEALTHCARE NETWORK

Debi Popkins Farris, RN, BSN, CHCR, ANDA - Nurse Recruiter
1200 N. State Street, Room C2C112 Inpatient Tower
Los Angeles, CA 90033
(323) 409-4664 Fax: (323) 441-8039 dpopkins@dhs.lacounty.gov

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Sharon F. Arnwine RN, MS, CNO/Nurse Recruiter
Maribel Rosas, RN – Assistant Nurse Recruiter
7601 E. Imperial Highway, Harriman Bldg., Rm. 156
Downey, CA 90242
(562) 401-7912 Fax: (562) 803-6231 sarnwine@dhs.lacounty.gov or
mprosas@dhs.lacounty.gov

VALLEYCARE OLIVE VIEW- UCLA MEDICAL CENTER AND HEALTH CENTER

Richard Guitche, RN, BSN – Nurse Recruiter
Susanna Mortimer, RN, MSN – Nurse Recruiter
14445 Olive View Drive, Rm. 2C206
Sylmar, CA 91342
(818) 364-3317 Fax: (818) 364-3326 alnoel@dhs.lacounty.gov or
smortimer@dhs.lacounty.gov

LOS ANGELES COUNTY EMPLOYMENT ON-LINE APPLICATIONS ARE AVAILABLE AT:

WEBSITE: <http://www.ladhs.org/wps/portal/nursing>

Click on *Vacancy Announcements* tab to view our vacancy postings.

Exhibit I

Contract No. H-_____

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT

Amendment No. ____

THIS AMENDMENT is made and entered into this ____ day
of _____, 2013

by and between

COUNTY OF LOS ANGELES
(hereafter "County"),

and

(hereafter "Contractor")

WHEREAS reference is made to that certain document entitled
"DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT",
dated _____, and further identified as County Agreement No. _____,
between the County and _____ COLLEGE, and any Amendments
thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend
the term and to make other hereinafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in accordance
with _____ in the form of a written amendment which is formally approved and
executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective upon Board approval on the date
identified at the top of the first page.
2. Paragraph 1, TERM AND TERMINATION, subparagraph A shall be revised as
follows:

"1. TERM AND TERMINATION:

- A. The term of this Agreement shall commence effective
_____ and shall continue in full force and effect to and
including _____, unless sooner canceled or terminated as

provided herein. The County Board of Supervisors ~~Director of Health Services, or his designee~~, may authorize extensions of the Agreement term for up to ~~two~~ one additional years through _____. To implement such extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Chair of the Board of Supervisors ~~Director~~ or his or her ~~designee~~ ~~subject to review and approval by County Counsel, and notification to Board of Supervisors and Chief Executive Office.~~”.

3. Paragraph 4, DESCRIPTION OF SERVICES, shall be revised as follows:

“4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits _____, and _____ attached hereto and incorporated herein by reference.”

4. Paragraph __, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

“__. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed _____ Dollars (\$_____), as detailed below:

A. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.

B. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A_____, and A_____ for the program costs described in Exhibits B_____, and B_____ attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B_____ and B_____ only upon review and approval of Contractor’s written request and justification. In such event, Contractor

must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph __, NOTICES."

5. Paragraph __, COMPENSATION, shall be revised as follows:

"__. COMPENSATION: County agrees to compensate Contractor for performing services described in this Amendment in one payment. The payment of _____Dollars (\$_____) will be made on or about _____."

6. Paragraph __, CONFLICT OF TERMS, shall be revised to read as follows:

"__. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement, ADDITIONAL PROVISIONS and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, _____ and _____A-_____.
- B. Exhibits B-_____ C, D, E, and F.
- C. Attachments I, _____, and _____."

7. Exhibits A, _____, B, _____, and B-_____, and Attachments _____ and _____ shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Michell H. Katz, M.D.
Director of Health Services

Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM
BY THE OFFICE OF
THE COUNTY COUNSEL

Los Angeles Harbor College
Los Angeles County-Department of Health Services
Tutor/Mentor Program-Budget Proposal 2013-2014

Exhibit B - 3

Summer 2013			
Description	# of Hours	Hourly Rates	Costs
Faculty for Study Skills/Reading/Time Management workshop	10	60	600
Faculty for Intercession Seminar: Introduction to Roy Adapataion	4	60	240
Faculty for APA Format Introduction	4	60	240
Faculty for Dosage Calculation Review	4	60	240
Faculty for Anatomy and Physiology Review	6	60	360
Faculty for Spanish Medical Terminology	2	60	120
Benefits (Approximately 10%)			180
Total Summer 2013			1980
Fall 2013			
Program Coordinator: 2 hours/week X16 weeks	36	60	2160
Faculty Instructors for Theory: 5 hours/week X14 weeks	70	60	4200
Faculty Instructors for Skills Laboratory: 5 hours/week X 14 weeks	70	60	4200
Student Tutors IV for 1st Semester Class: 10 hours/weekX16 weeks	160	20	3200
Faculty for Mini-Workshop: Topic TBA/Guest Speaker from Community	2	150	300
Benefits (Approximately 10%)			1406
Non-Personnel Items Fall, 2013			
NCLEX On-site review course (Kaplan)- 35 students	35	350 each	12250
Miscellaneous			1515
Total Fall 2014			29231
Winter Intercession 2013			
Student Workers for Nursing Library: 20 hours/week X 4 weeks:	80	11	880
Faculty Instructor for Open Laboratory Skills Practice: 7 hours/day X 3 days	21	60	1260
Faculty Instructors for Winter Practicum: 10 faculty X 6 hours	60	60	3600
Faculty Instructors for Intercession Seminar: Dosage Calculation Review	4	60	240
Faculty Instructors for Intercession Seminar: Introduction to Roy	4	60	240
Faculty Instructors for Intercession Seminar: Dosage Calculation Review	4	60	240
Faculty Instructors for Intercession Seminar: Anatomy & Physiology Review	6	60	360
Faculty Instructor for Intercession Seminar: Introduction to APA Format	4	60	240
Faculty for Study Skills/Reading/Time Mangement Workshops	10	60	600

Winter Intersession 2013 (continued)			
Faculty for Spanish Medical Terminology	2	60	120
Benefits (Approximately 10%)			778
Total Winter Intersession 2014			8558
Spring 2014			
Program Coordinator: 2 hours/week X16 weeks	36	60	2160
Faculty Instructors for Theory: 5 hours/week X14 weeks	70	60	4200
Faculty Instructors for Skills Laboratory: 5 hours/week X 14 weeks	70	60	4200
Student Workers IV for 1st Semester Class: 10ours/weekX16 weeks	160	20	3200
Faculty for Mini-Workshop: Topic TBA/Guest Speaker from Community	2	150	300
Benefits (Approximately 10%)			1406
Non-Personnel Items Spring, 2014			
NCLEX On-site review course (Kaplan)- 35 students	135	350 each	12250
Miscellaneous			1515
Total Spring 2014			29231
Academic Year 2013-2014 (July 1, 2013 to June 30, 2014)			
Personnel			41470
Non-Personnel			27530
Total budget			69000

EXHIBIT A-2

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

STATEMENT OF WORK

1. **DESCRIPTION OF SERVICES:** The purpose of the Department of Health Services (DHS) Tutoring/Mentoring program (hereinafter referred to as “Program”) is to provide Los Angeles Harbor College Associate Degree Nursing Program financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process and success. The Program’s goal is to assist each student in the ADN program to seek employment in county health facilities thereafter.

The Program shall provide the following services: (1) Provide “Family Night” to all incoming students and their families at the beginning of each semester to orient them to the rigorous demands of the ADN program; (2) identify, refer, and track students who fit within the criteria of the program as described in this Agreement, paragraph 3, Program Eligibility Requirements; (3) provide seminars or workshops on topics such as time management, anxiety/stress management, test taking, pharmacology, physical assessment, or other topics as appropriate; (4) provide intersession reviews on topics such as skills practice, anatomy and physiology review, math dosage calculations, and clinical practicums; (5) provide weekly open tutoring for students in theory and skills; (6) provide offerings aimed to increase the overall wellness of students which may include sessions on nutrition, exercise, and stress reduction; (7) provide a student mentoring

program involving the pairing of a 4th semester nursing student with an incoming nursing program student; (7) provide learning coach/tutor/mentor in the classroom for first semester students and possibly second semester students, if data proves it to be effective; (8) provide NCLEX-on site review course for 4th semester students at completion of semester; (9) distribute and post County DHS employment and benefit information flyer Attachment XI in the college and to all DHS Program participants at the end of each semester and at winter and summer intersessions; (10) participate with the County in the active recruitment of nursing students for permanent employment in the County health care system upon graduation and licensure as Registered Nurses; (11) provide the Office of Nursing Affairs (hereinafter "ONA"), in writing, a listing of recruitment event activities in collaboration with ONA (e.g., graduation, pinning ceremonies, Family Night, and nursing job fairs); and (12) comply with the implementation, monitoring, and evaluation instruments provided in Attachments III, IV, and V.

2. PROGRAM STATUS AND EXPENDITURE REPORTS:

Contractor agrees to provide quarterly program status reports and quarterly expenditure reports to the ONA according to the following schedule:

REPORTING PERIOD	DUE DATE
Summer 2013	
(July 2013-August 2013)	09/23/2013
Fall 2013	
(August 2013-December 2013)	01/27/2014

Winter Intersession

(January 2014-February 2014)

03/21/2014

Spring 2014

(February 2014-June 2014)

07/14/2014

Quarterly program reports shall include the following information as it relates to nursing students and graduates who participated in the Program:

- The number of nursing students by ethnicity enrolled in the Program.
- The attrition rate for the student population in the nursing program.
- The number of tutoring sessions provided to include dates, names of the course, and the instructor's names.
- The number /percentage of nursing students graduates who pass the NCLEX-RN exam the first time.
- The percentage of nursing students participating in the Program.
- The types of services provided to the nursing students under the Program, which included: for example: NCLEX review, simulator lab, books, workshops, etc.
- The number/percentage of nursing student graduates hired by DHS and other County Departments.
- The number of nursing student graduates hired by private organizations (for example, Kaiser, Community Partners, etc.) and the reasons the nurses are not hired by DHS and other County Departments.

ONA may request additional reporting information for inclusion in the above referenced quarterly reports and will give Contractor a minimum of ten (10) days' advance notification.

Quarterly expenditure reports shall be based upon quarterly financial reports generated internally by Contractor. The quarterly expenditure report shall include, but not be limited to, the expenditure categories identified in Exhibit B-3, and is to include the name and position title of personnel, including new staff hired within the quarter.

3. PROGRAM ELIGIBILITY REQUIREMENT

Eligibility for the Program shall include, but is not limited to, those students registered in the nursing program who: 1) requests academic assistance from the Contractor, 2) receives less than seventy-five (75) percent on any nursing course examination; 3) receives a less than satisfactory clinical evaluation or is identified by the instructor for needing clinical assistance; 4) has an academic history of not completing or being out of compliance with the nursing curriculum standards in the nursing program; or 5) are otherwise identified or referred by the nursing program staffing representatives as needing academic assistance.

4. PROGRAM EVALUATION

Contractor shall evaluate its Program a minimum of once per quarter using written evaluations from students for each program activity. Students scoring below average will be referred to the Nurse Advisor for assessment and program assistance. The goal is to have 90% of the total student evaluations indicate that the program activity was of benefit to them. The Nurse Advisor will assess, in

writing, all program activities scoring below an average of 90%, and prepare and implement a plan of corrective action. In addition, the passing rate of nursing students on NCLEX-RN shall be 85% on the first try. The Nurse Advisor shall prepare a written assessment if less than 85% of the graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

5. **PERSONNEL:** For purposes of this Agreement, Program staff will perform the following duties:

A. **PROGRAM COORDINATOR:**

(1) Select and supervise Program faculty and student workers; (2) develop, schedule, and plan mini-lectures/workshops/seminars during the school year, including summer and winter sessions; (3) identify, refer, and track students who fit within the criteria of the Program; (4) identify and provide learning activities for the ongoing retention of students; (5) document all Program activities, including but not limited to, the program evaluations referenced in Attachments III, IV, and IV, quarterly Program reports and expenditure reports referenced in Exhibit A-2, paragraph 2; (6) function as liaison between Program and faculty; (7) identify and refer students in need of financial assistance; (8) recruit nursing students for employment upon students' graduation and licensure as Registered Nurses; and (9) document the number of nursing students accepting position within the DHS clinics and hospitals.

- B. **Faculty Instructors:** Faculty Instructors/Tutors shall meet with

smaller subgroups of approximately 3 or more students per tutoring session.

The Faculty Instructor shall participate in the mini-lectures, seminars, workshops, and academic or clinical tutoring as provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include instructor's name, participant names, date, length of session, and brief description of content. Copies of the sign-in sheets shall be retained by the Contractor and made available to the ONA upon request.

C. **Student Workers:** Under the supervision of the Program

Coordinator and Program staff, the Student Workers herein defined as Student Workers will: (1) assist students with the use of Nursing Laboratory/learning resources; (2) assist students on the computer; and (3) supervise students when practicing clinical skills; and (4) assist the Program staff.

Los Angeles Harbor College
Associate Degree Nursing Program
Proposed Classes for Department of Health Services Tutoring and Mentoring Program
FISCAL YEARS JULY 1, 2013 – JUNE 30 2014

Summer Intersession 2013	
June 17-20	Kaplan NCLEX-RN Review
August 13-14	Study Skills/Reading Skills/Time Management/Stress Series for Incoming students
August 13	APA Format
August 13	Introduction to Roy Adaptation Model
August 14	Dosage Calculation Review
August 14-15	Anatomy and Physiology Review
August 15	Spanish Medical Terminology
August 22	Family Night
Fall 2013	
Weekly	Faculty Tutor for theory
Weekly	Faculty Tutor for Skills Lab
For every Theory course	Student Tutor/Coach/Mentor
October (exact date TBA)	Infection Control
Winter Intersession 2014	
January 6-10	Kaplan NCLEX-RN Review
4 weeks	Nursing Library Open
January 23,22,23	Open Skills Lab Practice
January 28	4 th Semester Skills Testing
January 21-23	Study Skills/Reading Skills/Time Management/Stress Series for Incoming students
January 21	APA Format
January 21	Introduction to Roy Adaptation Model
January 22	Dosage Calculation Review
January 22-23	Anatomy and Physiology Review
January 23	Spanish Medical Terminology
February 6	Family Night
Spring, 2014	
Weekly	Faculty Tutor for theory
Weekly	Faculty Tutor for Skills Lab
For every Theory course	Student Tutor/Coach/Mentor
April (exact date TBA)	Medication Safety
Summer Intersession 2014	
June 16-19	Kaplan NCLEX-RN Review



Health Services
LOS ANGELES COUNTY
Attachment XV

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES

OFFICE OF NURSING AFFAIRS – ADMINISTRATION

Vivian Branchick, RN – Chief Nursing Officer /
Director of Nursing Affairs/ vbranchick@dhs.lacounty.gov
Grace Ibanez, RN – Nursing Director/ gibanez@dhs.lacounty.gov
Angela Levias, Secretary/Temp / alevias@dhs.lacounty.gov
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7601 E. Imperial Highway, Harriman Bldg., Rm. 156
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LAC+USC HEALTHCARE NETWORK

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smortimer@dhs.lacounty.gov

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WEBSITE: <http://www.ladhs.org/wps/portal/nursing>

Click on *Vacancy Announcements* tab to view our vacancy postings.

Exhibit I

Contract No. H-_____

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT

Amendment No. ____

THIS AMENDMENT is made and entered into this ____ day
of _____, 2013

by and between

COUNTY OF LOS ANGELES
(hereafter "County"),

and

(hereafter "Contractor")

WHEREAS reference is made to that certain document entitled
"DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT",
dated _____, and further identified as County Agreement No. _____,
between the County and _____ COLLEGE, and any Amendments
thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend
the term and to make other hereinafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in accordance
with _____ in the form of a written amendment which is formally approved and
executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective upon Board approval on the date
identified at the top of the first page.
2. Paragraph 1, TERM AND TERMINATION, subparagraph A shall be revised as
follows:

"1. TERM AND TERMINATION:

- A. The term of this Agreement shall commence effective
_____ and shall continue in full force and effect to and
including _____, unless sooner canceled or terminated as

provided herein. The County Board of Supervisors ~~Director of Health Services, or his designee~~, may authorize extensions of the Agreement term for up to ~~two~~ one additional years through _____. To implement such extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Chair of the Board of Supervisors ~~Director~~ or his or her ~~designee~~ ~~subject to review and approval by County Counsel, and notification to Board of Supervisors and Chief Executive Office.~~”.

3. Paragraph 4, DESCRIPTION OF SERVICES, shall be revised as follows:

“4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits _____, and _____ attached hereto and incorporated herein by reference.”

4. Paragraph __, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

“__. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed _____ Dollars (\$_____), as detailed below:

- A. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.
- B. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A_____, and A_____ for the program costs described in Exhibits B_____, and B_____ attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B_____ and B_____ only upon review and approval of Contractor’s written request and justification. In such event, Contractor

must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph __, NOTICES."

5. Paragraph __, COMPENSATION, shall be revised as follows:

"__. COMPENSATION: County agrees to compensate Contractor for performing services described in this Amendment in one payment. The payment of _____Dollars (\$_____) will be made on or about _____."

6. Paragraph __, CONFLICT OF TERMS, shall be revised to read as follows:

"__. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement, ADDITIONAL PROVISIONS and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, _____ and _____A-_____.
- B. Exhibits B-_____ C, D, E, and F.
- C. Attachments I, _____, and _____."

7. Exhibits A, _____, B, _____, and B-_____, and Attachments _____ and _____ shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Michell H. Katz, M.D.
Director of Health Services

Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM
BY THE OFFICE OF
THE COUNTY COUNSEL

District: Compton Community College

Exhibit B-6

College: El Camino College-Compton Community Educational Center

Page 1 of 2

Program Year: 2013 - 2014		Project Funds Requested
Source of Funds: DHS Tutoring/Mentoring Program		
Item	Total # of Hours Hourly Salary	
Fall 2013 - Summer 2014		
Instructional Supplies		
Instructional Material Fall 2013 - Sum 2014	Supplemental Instruction Material / NCLEX-RN Preparation Material (44 *107.33)	4,723
Fall 2013		
Nursing Advisor	2 hrs/wk x 16 weeks = 32 hours x 65/hr	2,080
	Benefits - 14%	291
Directed Study in Nursing		
Faculty Tutor (Dosage Calc Clinic)	2.0 hr/wk x 16 weeks = 320 X \$60/hr	1,920
	Benefits - 14%	269
Faculty Tutors (Simulation Lab)	10 hrs/wk x 16 weeks = 192 hours x 60/hr	9,600
	Benefits - 14%	1,344
Faculty Tutors (Individual / Group Remediation)	6hrs/wk x 16 weeks = 96 hours x 60/hr	5,760
	Benefits - 14%	806
Student Worker	30 hrs/wk x 16 weeks = 480 hours x 15/hr	7,200
	Subtotal	33,993

Spring 2014		Project Funds Requested
Item	Total # of Hours Hourly Salary	
Nursing Advisor	4 hrs/wk x 16 weeks = 32 hours x 65/hr	4,160
	Benefits - 14%	582
Directed Study in Nursing		
Faculty Tutor (Dosage Calc Clinic)	2.0 hr/wk x 16 weeks = 320 X \$60/hr	1,920
	Benefits - 14%	269
Faculty Tutors (Simulation Lab)	10 hrs/wk x 16 weeks = 160 hours x 60/hr	9,600
	Benefits - 14%	1,344
Faculty Tutors (Individual / Group Remediation)	6 hrs/wk x 16 weeks = 96 hours x 60/hr	5,760
	Benefits - 14%	806
Student Worker	30 hrs/wk x 16 weeks = 320 hours x 15/hr	7,200
	Subtotal	31,642

Summer 2013		
Item	Total # of Hours Hourly Salary	Project Funds Requested
Nursing Advisor	2hrs/wk x 16 weeks = 24 hours x 65/hr	2,080
	Benefits - 14%	291
Directed Study in Nursing		
Faculty Tutors (Simulation Lab)	10 hrs/wk x 12 weeks = 120 hours x 60/hr	7,200
	Benefits - 14%	1,008
Faculty Tutors (Individual / Group Remediation)	6.5 hrs/wk x 12 weeks = 36 hours x 60/hr	4,320
	Benefits - 14%	605
Student Worker	30 hrs/wk x 12 weeks = 240 hours x 15/hr	5,400
	Subtotal	20,904
Subtotal of Fall, Spring, Summer		86,539
Total Indirect Costs (4% of budget)		3,462
Grand Total of Grant		90,000

EXHIBIT A-3

Department of Health Services Tutoring/Mentoring Program

STATEMENT OF WORK

1. **DESCRIPTION OF SERVICES:** The purpose of the Department of Health Services (DHS) Tutoring/Mentoring Program (hereinafter referred to as "Program") is to provide El Camino College Compton Center Nursing Department (hereinafter referred to as "Center") with financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each nursing student from the Center's Nursing Department to seek employment in County Health Facilities thereafter.

The Program shall provide the following services: (1) identify, refer and track nursing students who fit within the criteria of the Program, as described in paragraph 3; (2) provide lectures in medical/surgical nursing, mental health, and other courses as described in the Center's School of Nursing Modules as well as preparing nursing students to pass the National Council Licensing Exam for Registered Nurses (NCLEX-RN); (3) provide seminars and/ or workshops, as a supplement to the nursing curriculum, on topics such as written and oral communication skills, academic advisement, stress management, study skills, pharmacology reviews, clinical remediation, information competency, math computation calculations and other subjects; (4) participate with County Health Facilities in the active recruitment of nursing students for permanent employment with County upon students' graduation and licensure as registered nurses. (5) circulate the County of Los Angeles, DHS benefit information and the Employment Information Flyer (Attachment XI) to all Program participants at the end of each 8

EXHIBIT A-3

Department of Health Services Tutoring/Mentoring Program

week quarter, 4-5 week winter intersession, and 4-5 week or longer summer sessions; (6) provide the Office of Nursing Affairs (hereinafter "ONA") with written information about the recruitment event activities offered in collaboration with ONA, (such as graduation, pinning ceremonies, semester "kick offs", and nursing job fairs); and (7) the Contractor will comply with the requirements related to the implementation, monitoring, and evaluation instruments provided in Attachments I – IV of the Agreement.

2. **PROGRAM STATUS AND EXPENDITURE REPORTS**

Contractor agrees to provide quarterly Program status reports and quarterly expenditure reports to ONA according to the following schedule:

REPORTING PERIOD	DUE DATE
Summer 2013 (July 1, 2013 to September 30, 2013)	10/31/2013
Fall 2013 (October 1, 2013 to December 31, 2013)	01/31/2014
Winter 2014 (January 1, 2014 to March 31, 2014)	04/30/2014
Spring 2014 (April 1, 2014 to June 30, 2014)	07/31/2014

Quarterly program reports shall include the following information as it relates to nursing students and graduates who participated in the Program:

- The number of nursing students by ethnicity enrolled in the Program.
- The attrition rate for the student population in the nursing program.
- The number of tutoring sessions provided to include dates, names of the course, and the instructor's names.
- The number /percentage of nursing students graduates who pass the NCLEX-RN exam the first time.
- The percentage of nursing students participating in the Program.

EXHIBIT A-3

Department of Health Services Tutoring/Mentoring Program

- The types of services provided to the nursing students under the Program, which includes: for example: NCLEX review, simulator lab, books, workshops, etc.
- The number/percentage of nursing student graduates hired by DHS and other County Departments.
- The number of nursing student graduates hired by private organizations (for example, Kaiser, Community Partners, etc.) and the reasons the nurses are not hired by DHS and other County Departments.

ONA may request additional reporting information for inclusion in the above referenced quarterly reports and will give Contractor a minimum of ten (10) days' advance notification.

Quarterly expenditure reports shall be based upon quarterly financial reports generated internally by Contractor. The quarterly expenditure report shall include: the expenditure categories identified in Exhibit B-6, including the name, position title of personnel, and new staff hired within the quarter.

3. PROGRAM ELIGIBILITY REQUIREMENT

Nursing students who are registered at the Center are eligible for the Program if they: (1) request academic assistance from the Contractor, (2) receive less than seventy-five percent (75%) on any nursing course examination at the Center, (3) have an academic history demonstrating incomplete performance of or noncompliance with the nursing curriculum standards at the Center, or (4) are otherwise identified as needing academic assistance or referred by the school staffing representative at the Centers.

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Department of Health Services Tutoring/Mentoring Program

4. PROGRAM EVALUATION

Contractor shall evaluate its Program a minimum of once per quarter by using written evaluations from students for each Program activity as described in Attachment I-IV of the Agreement.

These evaluations will: (1) identify nursing students who receive less than seventy-five percent (75%) on any nursing course examination at the Center, and these students will be referred to the Program for academic assistance; and (2) track the nursing student's passage rate for the NCLEX-RN exam (including the rate for first time test takers), and prepare a written assessment if less than 75% of the graduates are not passing NCLEX-RN per the Board Registered Nurse quarterly reports. Another goal of the Program is to ensure that at least 90% participating nursing students indicate that the activities are beneficial. The Nurse Advisor will implement a plan of corrective action (POCA) for any activities that do not meet these standards.

3. PERSONNEL

For the purpose of this Agreement, Program staff will perform the following duties:

A. Nurse Advisor:

The Nurse Adviser shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop and schedule preparatory lectures and workshops throughout the school year, including the summer and winter sessions; (4) identify, refer and track nursing students who fit within the criteria of

EXHIBIT A-3

Department of Health Services Tutoring/Mentoring Program

the Program; (5) provide learning activities for ongoing retention of students; (6) document all Program activities, including the Program evaluations referenced in Attachments I-IV and the quarterly Program reports and expenditure reports referenced in this Exhibit A-3, Paragraph 2; (7) identify pre-nursing students and provide academic counseling to ensure success with the Associate Degree in Nursing (ADN) Program; (8) function as a liaison between the Program and ADN faculty; (9) identify and refer nursing students in need of financial assistance; (10) recruit nursing students for County employment upon graduation and licensure as Registered Nurses; and (11) document the number of nursing students who accept positions within DHS clinics and hospitals.

B. **Faculty Tutors:**

Faculty Instructors/Tutors (herein defined as “Faculty Instructors”) shall meet with small groups of approximately 3 or more nursing students per tutoring session. The Faculty Instructor shall participate in the preparatory lectures and workshops and clinical Program courses provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained by the Program and include: the Faculty Instructor’s name, participant names, date, length of the tutoring session, and brief description of content covered during the tutoring session. Copies of the sign-in sheets shall be retained by Contractor and made available to ONA’s monitor upon request.

C. **Student Tutors:**

Under the supervision of the Nurse Advisor and other Program staff, the Teaching Assistant/Student Tutors (herein defined as “Student Tutors”) will: (1)

EXHIBIT A-3

Department of Health Services Tutoring/Mentoring Program

assist nursing students with the use of learning laboratory and resources; (2) assist nursing students on computers; (3) supervise nursing students when practicing clinical skills; and (4) assist the Program staff with other duties as needed.

D. **Student Workers:**

Under the supervision of the Nurse Advisor and other Program staff, the Student Workers will (1) assist program staff with typing, filing, and other duties as needed; (2) manage the distribution of learning resource materials; and (3) act as peer counselors for nursing students.

ATTACHMENT X

El Camino College – Compton Community Educational Center Department of Nursing

Los Angeles County, DHS Tutoring and Mentoring Program

List of Supplemental Tutoring Sessions

July 1, 2013 to June 30, 2014

Directive Study in Nursing Subtopics

	Individual/Group Remediation Fundamentals Skills & Concepts
1.	Basic Nursing Concepts
2.	Test Taking/Study Skills
3.	Basic to Intermediate Clinical Skills Review
4.	Nursing Assessment
5.	Communication/Documentation Process

	Individual/Group Remediation Nursing Care Plan Clinic
1.	Nursing Process/Care Plan Review

	Individual/Group Remediation Drug Solution & Dosage Calculation Clinic
1.	Basic – Advanced Pharmacology Review
2.	Drug and Solution Computation – Oral, Parenteral, Intravenous
3.	Medication Administration

	Individual/Group Remediation Medical – Surgical
1.	Cardiac System Review
2.	Respiratory System Review
3.	Neurological System Review
4.	Hematology System Review
5.	Fluid & Electrolyte System Review
6.	Gastrointestinal System Review

7.	Genitourinary System Review
8.	Mock Code Blue
9.	Acid Base Balance & ABG Interpretation
10.	Ear, Nose and Throat Complications
11.	Endocrine System Review
12.	Care of the Diabetic Client – Controlled and Uncontrolled
13.	Basic – Advanced Pharmacology Review as it relates to the various components in Medical Surgical Nursing

	Individual/Group Remediation Maternal Child Health
1.	Care of the OB GYN Client
2.	Women's Health Review
3.	Care of the Pediatric Client
4.	Basic – Advanced Pharmacology Review as it relates to Women's Health and OBGYN Client

	Individual/Group Remediation Psychiatric
1.	Mental Health Nursing Review
2.	Crisis & Substance Abuse
3.	Communication/Process of Recording
4.	Anxiety Disorders
5.	Mood Disorders
6.	Defense Mechanisms
7.	Basic – Advanced Pharmacology Review



Health Services
LOS ANGELES COUNTY
Attachment XV

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES

OFFICE OF NURSING AFFAIRS – ADMINISTRATION

Vivian Branchick, RN – Chief Nursing Officer /
Director of Nursing Affairs/ vbranchick@dhs.lacounty.gov
Grace Ibanez, RN – Nursing Director/ gibanez@dhs.lacounty.gov
Angela Levias, Secretary/Temp / alevias@dhs.lacounty.gov
313 North Figueroa, Room 904, Los Angeles, CA 90012
(213) 240-7702 / Fax# (213) 482-9421

Send All Resumes To K. Cho

Katherine Cho, RN, MSN - Assistant Nursing Director / katcho@dhs.lacounty.gov
7601 E. Imperial Highway, Harriman Bldg., Rm. 156
Downey, CA 90242
(562) 401-6881 Fax: (562) 803-6231

Nurse Recruiter List

HARBOR-UCLA MEDICAL CENTER

Joy Bostic, RN, MSN - Nurse Recruiter
1000 West Carson Street, Main Unit-Room 1L2
Torrance, CA 90509
(310) 222-2512 Fax: (310) 787-0065 jbostic@dhs.lacounty.gov

LAC+USC HEALTHCARE NETWORK

Debi Popkins Farris, RN, BSN, CHCR, ANDA - Nurse Recruiter
1200 N. State Street, Room C2C112 Inpatient Tower
Los Angeles, CA 90033
(323) 409-4664 Fax: (323) 441-8039 dpopkins@dhs.lacounty.gov

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Sharon F. Arnwine RN, MS, CNO/Nurse Recruiter
Maribel Rosas, RN – Assistant Nurse Recruiter
7601 E. Imperial Highway, Harriman Bldg., Rm. 156
Downey, CA 90242
(562) 401-7912 Fax: (562) 803-6231 sarnwine@dhs.lacounty.gov or
mprosas@dhs.lacounty.gov

VALLEYCARE OLIVE VIEW- UCLA MEDICAL CENTER AND HEALTH CENTER

Richard Guitche, RN, BSN – Nurse Recruiter
Susanna Mortimer, RN, MSN – Nurse Recruiter
14445 Olive View Drive, Rm. 2C206
Sylmar, CA 91342
(818) 364-3317 Fax: (818) 364-3326 alnoel@dhs.lacounty.gov or
smortimer@dhs.lacounty.gov

LOS ANGELES COUNTY EMPLOYMENT ON-LINE APPLICATIONS ARE AVAILABLE AT:

WEBSITE: <http://www.ladhs.org/wps/portal/nursing>

Click on *Vacancy Announcements* tab to view our vacancy postings.